

Learning Experience Planning Blueprint

Purpose

This is a structured, architectural blueprint that outlines the scope, and foundational decisions for creating the learning experience using Alchemy Creator. This guide offers a checklist, decision/payoff scenarios, and direct links to Creator resources to streamline Alchemy Creator course development and minimize rework.

Learning Goals and Objectives

Ensure goals and objectives are identified to ensure all aspects in consideration align with course objectives.

Target Audience:

- Role(s)
- Skill level/Prior knowledge

Course Engagement:

- Compliance requirement
- Career Development
- Immediate performance needs

Accessibility Requirements:

- Translation Needs
- Readability Level
- Assistive Technologies

1. Content Scope and Source

Decisions Points:

- Content outline created
- Subject Matter Expert Review
- Source materials:

When working in Creator, consider system requirements below for content and media to ensure a smooth transition from the current format to one fully supported by Creator.

- Embedded videos - Video files embedded in a PowerPoint slide may need to be *reinserted as a video slide* in Creator.
- Animations or transitions - Unsupported slide visual effects in Creator *may require conversion or redesign*.
- Hyperlinks (internal/external) - Clickable links to internal slides or external resources *must be tested for functionality and accessibility*.
- Audio narration files - Recorded voiceovers or other audio tracks should be *quality-checked* and imported into Creator as separate files.
- Images & Graphics - High-resolution or custom-branded *images may require resizing, compression, or replacement for accessibility*.
- Documents & PDFs - Linked or embedded resources *may require updating or hosting* in a shared, accessible location.
- External Media Links - Videos, articles, or tools hosted outside the LMS *may become inaccessible if URLs change*.
- Accessibility Features - Alt text for images, video captions, and screen *reader–friendly text*.
- Assessment Materials - Existing quizzes, surveys, or evaluations *may need adaptation to Creator's question formats*.

2. Technical Requirements

- Offline access required
- SCORM/AICC export required
- IT/Firewall restrictions
- Access: Desktop, Mobile/Tablet device, both

3. Practice Guidance and Implementation

- Store original source files in a shared folder
- Test courses in online and offline modes before deployment
- Keep slide text concise; use voiceover for detail and accessibility
- For complex animations, export as MP4 and use as a video slide
- Implement/Maintain a preferred [naming convention](#).

4. Design Elements and Creator Decision Tables

Overall appearance:

- Alchemy Format and appearance
- Follow internal branding guidance
- Maintain PowerPoint appearance
- Use Creator templates or custom design

Decision/Payoff Matrices:

Creator Interactive/Multimedia Elements

Scenario: Embedded Video in PowerPoint

OPTION	WHEN TO USE	PROS	CONS
CREATOR VIDEO SLIDE	Offline access required	Reliable playback, consistent format	Limited customization
HYPERLINK TO VIDEO	Internet access guaranteed, PPT look priority	Maintains design integrity	Requires internet, risk of broken links

Scenario: Animations

Note: Animations are not supported in Creator. When working with an existing PowerPoint that contains animations, consider the following options to preserve the intended learning experience.

OPTION	WHEN TO USE	PROS	CONS
DUPLICATE ANIMATION AS MULTIPLE SLIDES	Simple animations	Retains timing visually	More slides to manage
CONVERT PPTX TO MP4	Complex animations	Smooth, exact playback	Editing requires original PPT

Scenario: Hyperlinks

OPTION	WHEN TO USE	PROS	CONS
*INTERNAL LINKS	Menu navigation, branching	Keeps learner in Creator	Must test all paths, does not require internet
EXTERNAL LINKS	Supplemental resources	Easy to update	Requires internet, potential restrictions

**Internal branching must be launched using Company-Specific Player configuration.*

Creator Course & Slide Properties

Course Settings

PROPERTY	WHAT IT DOES	WHEN TO USE
ALWAYS USE MANUAL ADVANCE	Forces learners to click Next on every slide. Can still be changed per slide.	When pacing or narration timing is necessary.
COURSE NAME	Title shown to learners in the Player/LMS.	Required. Always required; keep consistent with catalog.
COURSE DESCRIPTION	Short course summary; shows in Player.	Give learners context before starting.
COURSE COMPETENCIES	Learning objectives/skills; shown in Player.	For transparency on learning goals.
COURSE LANGUAGE	Sets interface and subtitle language.	Required. Match audience language; scroll full lists for all options.

Point Slides

PROPERTY	WHAT IT DOES	WHEN TO USE
MANUAL ADVANCE / FULL SCREEN	Controls navigation pace and display size	Use manual for pacing; full screen for visuals
INCLUDE SLIDE TEXT	Adds text content with formatting and bullets	For key points, translation, or accessibility. (250 Character Limitation)
ADD HYPERLINK	Makes text/image clickable to external content	For external resources
RECORD VOICE OVER / IMPORT AUDIO	Adds narration to the slide	For emphasis or accessibility

Video Slides

PROPERTY	WHAT IT DOES	WHEN TO USE
IMPORT EXISTING VIDEO FILE	Uploads a .wmv or .mp4 files videos directly	For demos or recorded content. Must be an owned file. Does not support embedded links.
INCLUDE SUBTITLE TEXT	Adds subtitles to the video	For accessibility
ADJUST LENGTH OF SUBTITLE	Controls how long captions stay visible	To match speech pacing

Creator Knowledge Check Properties

Question Slides

PROPERTY	WHAT IT DOES	WHEN TO USE
SELECT QUESTION STYLE	Choose format (Multiple choice, T/F, Y/N, Rating Scale)	Match content type & difficulty
INCLUDE QUESTION TEXT	Adds the question learners will see	Required for all questions
RECORD VOICE OVER / IMPORT AUDIO	Adds narration	For accessibility or emphasis

Remediation Slides

PROPERTY	WHAT IT DOES	WHEN TO USE
INCLUDES POINT SLIDE	Reiterates content on missed question. See Point Slide table	When remediation questions are allowed in course. Ensure understanding of content.
SELECT QUESTION STYLE	Choose format for retry question	Match main quiz style
INCLUDE QUESTION TEXT	Adds retry question text	Required for remediation
RECORD VOICE OVER / IMPORT AUDIO	Adds narration	To explain correct answers

Game Show Slides

PROPERTY	WHAT IT DOES	WHEN TO USE
INCLUDE QUESTION TEXT	Includes the question in gameplay	Required for game mode
RECORD VOICE OVER / IMPORT AUDIO	Adds narration	To increase engagement
ADD EXTRA SECONDS DELAY FOR QUESTION	Extends time in addition to the three seconds	For complex questions
ADD IMAGE TO QUESTIONS	Displays image with question	For visual-based questions
YES/NO QUESTIONS	Creates binary choice format	For quick checks

5. Implementation & Support

- Launch plan identified
- Maintenance owner assigned
- Update and maintenance schedule created
- Support resources:

Help & Support

 (888) 988-8832

 Support@IntertekAlchemy.com

 [IntertekAlchemy.com](https://www.intertekalchemy.com)

[Intertek Alchemy Help Site](#)

[Creator FAQ's](#)

[Creator Best Practices](#)

[Creator Standards, Tips & Tricks](#)

[Convert PowerPoint to Creator Course](#)